

## District CM/ECF 4.0.2

### Attorney User Enhancements

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## Introduction

Release 4.0.2 of the District CM/ECF application contains new features as well as numerous enhancements to other functions. This document provides a description of those changes. For more detailed information, review the instructional documents for those processes and procedures.

The new and enhanced features are:

- A reminder Notice and Prompt regarding redaction responsibilities at Login.
- Streamlined e-mail management and NEF options in Maintain Your Account.
- Simplified process for adding parties during Civil Case Opening.
- One “browse screen” for filing documents with attachments.
- Enhanced Docket Report features.

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## Redaction Responsibility Notice

In compliance with the new requirement from the Judicial Conference's Committee on Court Administration and Case Management (CACM), attorney users must acknowledge having read the redaction disclaimer.

The screenshot shows the ECF Login page. At the top, it says "ECF Login". Below that is a "Notice" section stating: "This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged." A link is provided: "If you forgot your CM/ECF password, you can request a password reset [here](#)".

The "Authentication" section contains fields for "Login:" and "Password:". To the right of these fields is a red-bordered box containing the "IMPORTANT NOTICE OF REDACTION RESPONSIBILITY": "All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments."

Below the redaction notice is a checkbox with the text: "I understand that, if I file, I must comply with the redaction rules. I have read this notice." A red arrow points to this checkbox. Below the checkbox are "Login" and "Reset" buttons.

At the bottom, it states: "CM/ECF has been tested and works correctly with Firefox 3.0, and Internet Explorer 6 and 7."

The user must check the box to acknowledge reading the Redaction Notice before ECF login will be allowed.

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## Redaction Notice During Filing

Docket Final Text Screen	
Additionally, during the filing of any document, the filer will see another reminder before the document is submitted for filing and service.	<p>The screenshot shows a text box with the following content: "ATTENTION!! Pressing the NEXT button c opportunity to modify this transaction if you Have you redacted?". The text "Have you redacted?" is highlighted with a red box.</p>
Have you redacted?	

## E-mail Management under Maintain Your Account

### **NEW** User E-mail Information Screen

**Email Information for atty1**

**Registered e-mail addresses**

Primary e-mail address:  
[deadmail@id.uscourts.gov](#)

Secondary e-mail addresses:  
[add new e-mail address](#)

[Return to Person Information Screen](#)

[Clear](#)

**Configuration options**

Select an e-mail address to configure.

- ✓ The e-mail address will appear in the left-hand panel.
- ✓ The specific configuration information for each e-mail appears in the right-hand panel.

When you click on the e-mail address in the left-hand column, the e-mail configuration options appear in the right-hand column.

**Email Information for atty1**

**Registered e-mail addresses**

Primary e-mail address:  
[atty1@id.uscourts.gov](#)

Secondary e-mail addresses:  
[deadmail@id.uscourts.gov](#)  
[add new e-mail address](#)

[Return to Person Information Screen](#)

[Clear](#)

**Configuration options**

[atty1@id.uscourts.gov](#)

Should this e-mail address receive notices? ☐ Yes ☐ No

How should notices be sent to this e-mail address? ☐ Per Filing ☐ Summary Report

Should this e-mail address receive a "no activity" notice when no summary noticing occurs? ☐ Yes ☐ No

In what format should notices be sent to this e-mail address? ☐ HTML ☐ Text

Should this e-mail address receive general announcement notices from this court? ☐ Yes ☐ No

[Show all cases for this e-mail address](#) (Copy case lists from here)

**Case-specific options**

Add additional cases for noticing

These cases will send notice *per filing* (default method)

1:09-cv-00331 Smith et al v. Jones - Representing Aaron Smith, Anita Jones  
1:09-cv-00335 E.L. Jones v. Smith - Representing Anita Jones  
1:09-cv-00336 Jones v. Smith et al - Representing Arlinda Jones

[Remove selected cases](#) [Change selected cases to notice as a summary report](#)

These cases will send notice *as a summary report* (alternate method)

4:09-cv-00224-CWD State of Utah v. Gedo et al (interest)

[Remove selected cases](#) [Change selected cases to notice per filing](#)

### **Secondary E-mail Addresses**

To add additional e-mail addresses to the primary account, click on add new e-mail address under "Secondary e-mail addresses" located in the left-hand panel.

**Registered e-mail addresses**

Primary e-mail address:  
[atty1@id.uscourts.gov](#)

Secondary e-mail addresses:  
[add new e-mail address](#)

[Return to Person Information Screen](#)

[Clear](#)

**Configuration options**

[atty1@id.uscourts.gov](#)

Should this e-mail address receive notices? ☐ Yes ☐ No

How should notices be sent to this e-mail address? ☐ Per Filing ☐ Summary Report

In what format should notices be sent to this e-mail address? ☐ HTML ☐ Text

Should this e-mail address receive general announcement notices from this court? ☐ Yes ☐ No

## **NEW** Noticing and NEF Options for Each E-mail Address

**Configuration options**

atty1@id.uscourts.gov

Should this e-mail address receive notices? ☒ Yes ☐ No

How should notices be sent to this e-mail address? ☒ Per Filing ☐ Summary Report

Should this e-mail address receive a "no activity" notice when no summary noticing occurs? ☐ Yes ☒ No

In what format should notices be sent to this e-mail address? ☒ HTML ☐ Text

Should this e-mail address receive general announcement notices from this court? ☒ Yes ☐ No

Show all cases for this e-mail address (Copy case lists from here)

- ✓ *Should this e-mail receive "no-activity" reports?* Do you wish an NEF when nothing is filed? The default is "No."
- ✓ *Should this e-mail receive general announcements from this court?* Occasionally, the court will send e-mail announcements to all ECF e-mail addresses. The owner of each e-mail address may now opt-out of receiving those notices.  
Note: There may be instances the Court will override this option and this e-mail will receive notice regardless of this selection.

## Case-specific Options for Each E-mail Address

**Case-specific options**

Add additional cases for noticing

These cases will send notice *per filing*. (default method)

1:09-cv-00331 Smith et al v. Jones - Representing Aaron Smith, Anita Jones

Remove selected cases Change selected cases to notice as a summary report

These cases will send notice *as a summary report*. (alternate method)

Remove selected cases Change selected cases to notice per filing

**Additional Cases** this attorney is not associated with may receive NEF's by typing the case number in the field, and clicking Find this Case. The case is added to the attorney's default NEF option.

Note: Receipt of the NEF's in these additional cases will accrue PACER charges.

Add additional cases for noticing

09-234 Find This Case

### Case Specific NEF Options:

Each e-mail address may specify which cases will receive NEF's as Per Filing, and which will receive Summary Report NEF's.

### Change from NEF Option Per Case:

Cases may be quickly moved between NEF settings without altering the selection of other email addresses in this account.

These cases will send notice *per filing*. (default method)

1:09-cv-00234-EJL Carter v. Carter

Remove selected cases Change selected cases to notice as a summary report

These cases will send notice *as a summary report*. (alternate method)

1:09-cv-00331 Smith et al v. Jones - Representing Aaron Smith, Anita Jones

Remove selected cases Change selected cases to notice per filing

### **NEW OPTION**

#### Remove Selected Cases:

Each e-mail address may discontinue NEF noticing for selected cases. Great option for attorneys who are no longer representing parties in an on-going case.

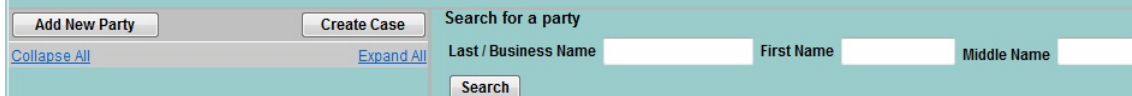
Remove selected cases

## Simplified Case Opening Process

**NEW** You now may docket the Notice of Removal in the Case Opening Process by click on the Docket New Event? link as you would if you were filing a new Complaint.

### **NEW** Participant Tree

#### Open a Civil Case - Attorney



The case opening process is streamlined by the addition of a “Participant Tree”.

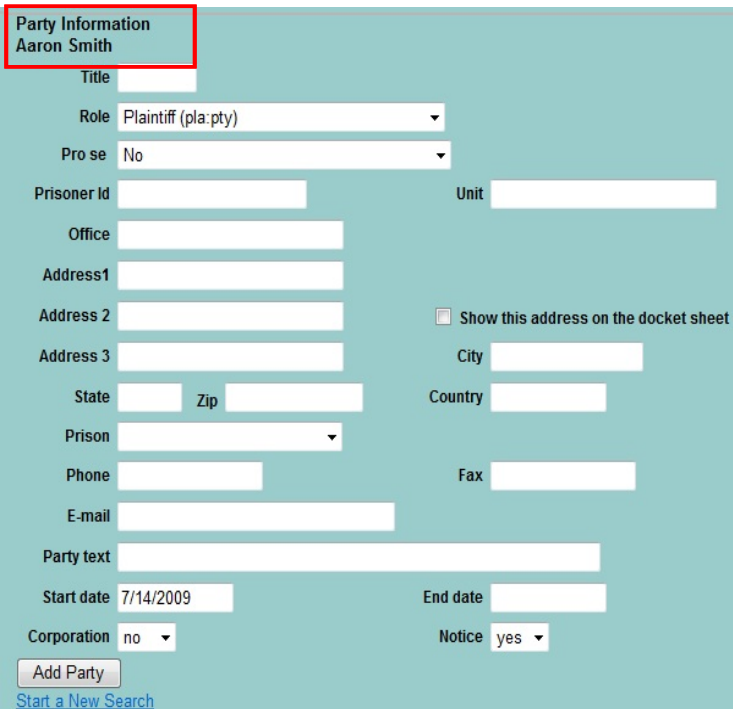
The Participant Tree appears on left-hand of screen when adding parties.

The right side of the screen is used to search and select parties to add to the tree.

Type a name in the Search for Party field, and click the Search button. Select a name from a list already present in the ECF database, or create a new party.

When the name is selected from the list, a Party Information screen appears.

Simply click the Add Party button to add the name to the Participant Tree.



## NEW Participant Tree

The party is added to the Participant Tree in the left-side panel.

### Open a Civil Case - Attorney

### Editing Icons:

- = Edit Party
- = Delete Party
- = Add Alias, Corporate Parent, Other Affiliate or Attorney for each party.
- = Copy an attorney from a previously entered party.



**NEW** When one attorney represents more than one party, you may copy the attorney information from one party to another by clicking the Copy Attorney icon.





## **NEW** Participant Tree

Click **Create Case** when all the parties have been added. This replaces the “End Party Selection” button.



## **Chapters**

Long party lists may now be organized into “chapters,” or groups of parties.

By default, a case with over 100 parties will have the parties divided into chapters of 10 parties each.

Each chapter is displayed in the participant tree as a hyperlink, and a chapter can be expanded by clicking on the hyperlink.

The chapters are displayed in both docketing and in case opening.





## Streamlined Filing of Documents with Attachments

The process for adding PDF documents to the filing has been simplified.

The screen will allow you to add your main document and provides a “browse field” for any attachments.

If you do not have any attachments, click **NEXT** to continue.

A description must be entered for each attachment added. You may select a category, but it is not required. Select the pdf document and any attachments.

### Main Document

Attachments	Category	Description
-------------	----------	-------------

1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>
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As soon as a pdf document is added to Attachment #1, Attachment #2 option appears.

If you have an additional document, click the Browse button for Attachment #2 and repeat the process.

1. F:\CM-ECF\TRAINING\Demo-Docs\CV\Co	<input type="button" value="Browse..."/>	Cover Sheet	<input type="text"/>
2. <input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

Add as many documents as needed. When you have completed adding your documents,

Click **NEXT** to continue.

### Main Document

F:\CM-ECF\TRAINING\Demo-Docs\CV\Co

Attachments	Category	Description
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1. F:\CM-ECF\TRAINING\Demo-Docs\CV\Co	<input type="button" value="Browse..."/>	Cover Sheet	<input type="text"/>
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2. F:\CM-ECF\TRAINING\Demo-Docs\CV\Su	<input type="button" value="Browse..."/>	Summons	<input type="text"/>
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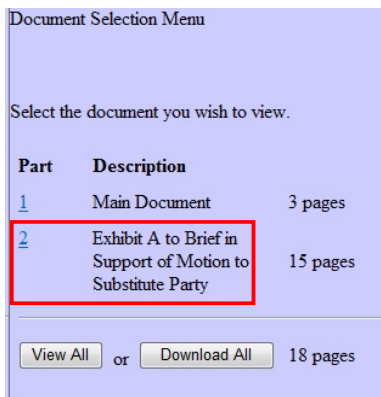
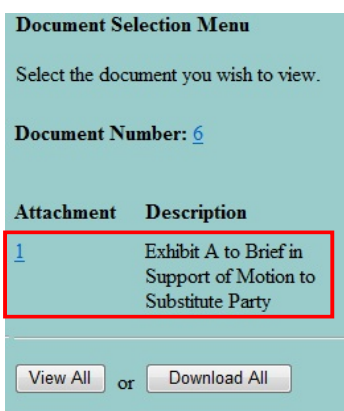
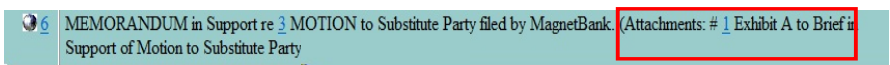
3. <input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>
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## Document Renumbering (Documents with Attachments)

In previous versions of ECF, supporting documents attached to main documents were numbered as the main document #1, and attachments were #2, etc. This proved to be confusing to many users. This has been corrected in Version 4.0.

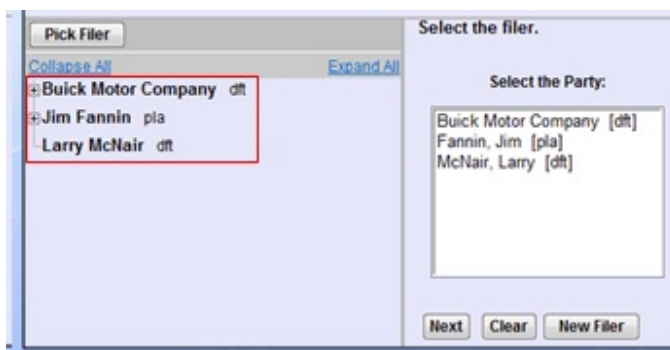
In version 4.0, the Main document will not have a hyphenated "Part" number. Attachments will have the hyphenated part number, now called "Attachment No."

Note: Version 4.0 rennumbers all documents in ECF to match the new numbering system. Therefore, references to the hyphenated document numbers of previously filed attachments may not match for those documents filed prior to the October upgrade date. In the example below, any reference to Exhibit A in a version 3.0 document may read "document no. 6-2" where after the conversion to 4.0, the actual document number will be "6-1."

Version 3.0	New Version 4.0
	
Docket text remains the same:	

## Participant Tree During Docketing

Similar to case opening, whenever a user selects a filer of a document, the Participant Tree is used.



## Docket Reports in Large Cases

### Docket Sheet

The report may take a long time to run because this case has many docket entries. You can go back and modify the selection criteria or select one of the following options.

Include docket entries:

- ☒ for the past week
- ☐ for the past 90 days
- ☐ for the past year
- ☐ as initially requested

Run Report

Clear

When running a docket report with many docket entries, ECF now provides you an opportunity to narrow your search in order to save time and PACER costs.

This warning will appear when running a Docket Report in a large case from Query or the Reports Menu.

## Docket Reports in Multit-defendant Criminal Cases

ECF Civil Criminal Query Reports Utilities Search Logout

Docket Sheet

Case number: 1:05-cr-5-1.3 Hide Case List

Select a case:

- ☐ 1:05-cr-00005-YES-DTM USA v. Christopher
- ☒ 1:05-cr-00005-YES-1 Donald Christopher
- ☐ 1:05-cr-00005-YES-2 Jelynn Mura (closed 02/16/2007)
- ☒ 1:05-cr-00005-YES-3 Murphy Fox
- ☐ 1:05-cr-00005-YES-DTM-4 Robert James
- ☒ View Combined Docket Report

Users now can run a combined Docket Report for a subset of criminal defendants in a multi-defendant case. A new View Combined Docket Report checkbox will be displayed beneath the case number list when a case number for a multi-defendant criminal case has been entered and two or more of the criminal defendant cases have been selected.

This option will appear when running a Docket Report in a multi-defendant criminal case from Query or the Reports Menu.

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## Docket Reports with Docket-Text Entries in Create Appendix

When creating an Appendix in the Docket Report for use in appeal, the user now has the option of selecting those entries that are Docket Entry Orders, or Docket Text entries, where no PDF was associated with the entry. Previously, there was no check box for inclusion in the Appendix. Now, the NEF for those docket entries will now be attached in PDF format.

10/20/2006	<a href="#">106</a>	<input type="checkbox"/>		MOTION to Withdraw Document
10/30/2006	107	<input type="checkbox"/>		DOCKET ENTRY ORDER (Notice between the parties therein, and not Court hereby approves the Stipulation